

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Bank Name]
[Department Name]
[Bank Address]
[City, State, Zip Code]

RE: Repayment Plan Agreement for Unsecured Overdraft - Account Number: [Your Account Number]

Dear [Contact Person Name or Collections Department],

This letter serves as a formal agreement regarding the outstanding unsecured overdraft balance on the above-referenced account. As discussed on [Date of Conversation], I am committed to repaying the total outstanding balance of \$[Total Amount Owed].

I propose to repay this debt according to the following schedule:

- **Total Debt Amount:** \$[Amount]
- **Installment Amount:** \$[Amount] per month
- **Frequency:** Monthly
- **Start Date:** [Date of First Payment]
- **Payment Method:** [e.g., Bank Transfer / Check / Direct Debit]

I understand that by entering into this repayment plan, I agree to make all payments on or before the scheduled due dates. I also understand that [Bank Name] will [e.g., suspend further interest charges / cease collection efforts] as long as the terms of this agreement are met.

If I anticipate any difficulty in making a scheduled payment, I will contact your department immediately to discuss the situation.

Please sign below and return a copy of this letter to confirm your acceptance of these terms, or provide your own signed confirmation of this agreement.

Sincerely,

[Your Signature]

[Your Printed Name]

Accepted by [Bank Name]:

Representative Name: _____

Title: _____

Date: _____

Signature: _____